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**ORGANIZATION:** City of Newport  
**DEPARTMENT:** Community Development

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**LOCATION:** Newport, Oregon  
**DATE:** August 2014

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**Non-Exempt**

**JOB TITLE:** Building Official

**Range 18**

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**PURPOSE OF POSITION:**

Administers and enforces state and local building and related codes that have been adopted by the City. This includes performing commercial and residential plan reviews; inspecting residential and commercial construction sites; abating dangerous buildings; calculating permit and system development charge fees; reviewing and issuing building permits; and assigning real property addresses.

**ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:**

- Manage the plan review and building inspection program for the City.
- Meet with consultants, engineers, architects and other members of the development community regarding plans, inspection results, code requirements, change requirements, etc., to ensure that projects are constructed in accordance with adopted codes.
- Answers questions from the general public and others about building codes at the counter, on the phone, by fax, by email, and in the field regarding building code requirements.
- Review building permits to ensure compliance with applicable codes (based on level of Building Official certifications) and ensure required procedures and approvals are completed in proper sequence.
- Coordinate with contracted plan reviewers/inspectors for plan review/inspections beyond the Building Official level of certifications. Coordinate City staff review of building permits (Public Works, Fire Department, Police Department and Planning) to ensure conditions of land use approvals and the needs of City departments are met.
- Assess building permit, system development charge, and related fees based on submitted building permit plans. Issue approved building permits.
- Inspect projects in the field and ensures work is completed according to approved building permits. Coordinate other inspections such as electrical, plumbing, and mechanical permit inspections (if required and beyond Building Official's level of certification). Take corrective actions (including issuance of stop work orders if needed) for projects without permits or for work outside the scope of an issued permit.
- Establish addresses for buildings and lots within the City.
- Maintain and organize a filing system for records and plans for building permits issued.
- Review and implement changes in State and local building codes and procedures.
- Compile required State and local reports monthly, quarterly and annually. Calculates State surcharge fees and quarterly reports.
- Coordinate with property owners to abate dangerous buildings and structures informally, and through implementation of the ICBO Uniform Code for the Abatement of Dangerous Buildings.
- Issue manufactured home permits and conducts inspection of home sites.
- Answer basic planning questions when planners are out of the office.
- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.
- Perform other duties as assigned.

**JOB QUALIFICATION REQUIREMENTS:**

**MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

High school diploma or GED and at least two years of progressively responsible work experience in the field of building plans review, building inspection, construction, building code administration or building code enforcement.

KNOWLEDGE: Knowledge of federal, state, and local laws, rules, and regulations related to building codes and permits. Knowledge of residential and commercial building requirements, building construction, contracting, and subcontracting.

SKILLS: Skill in the use of personal computers, various related software programs, and standard office equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individuals and groups. Physical ability to perform the essential job functions.

**SPECIAL REQUIREMENTS:**

- Possession of International Code Council (ICC) Building Official certification or successful completion of the legal management module within six months of hire; and
- Oregon Inspector Certification (OIC) upon hire. (Note to Out-of-State applicants: This is an open book exam and the State of Oregon is offering training monthly at this time. There is also an option to take a proctored exam at most community colleges in Oregon.); and
- Hold and maintain the following ICC Certifications (equivalent Oregon certifications will also be recognized):
  - Building Inspector
  - Residential Building Inspector
  - Building Plans Examiner
  - Residential Plans Examiner; and
- Possession of a valid State of Oregon driver's license.

**DESIRABLE QUALIFICATIONS:**

- Oregon Specialized or A-Level Plumbing, Mechanical, or Electrical certifications.
- ICC certification as a Fire Plans Examiner.
- ICC or industry-specific plumbing, mechanical, or electrical certifications will also be considered in collaboration with the State Building Codes Division.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to ten pounds and occasionally lift or move materials up to sixty-five pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required to operate equipment such as computers, keyboards, calculators, telephones, and standard office equipment.

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily outdoors. In the field may be exposed to varying and extreme weather conditions and excessively loud noises from construction equipment, dust, and uneven terrain. Risk of physical harm from hazards include, falling off ladders, tripping on construction debris, and falling debris. Employee is required to comply with safety standards and wear appropriate personal protective equipment.

**SUPERVISORY RESPONSIBILITY:**

This is not a supervisory position.

**SUPERVISION RECEIVED:**

Work is performed under the general direction of the Community Development Director.

**SIGNATURES:**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

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Incumbent Name

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Incumbent Signature

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Date

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Supervisor Name

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Supervisor Signature

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Date

*Date Revised: August 2014*

*Approved by: \_\_\_\_\_  
City Manager*